

EMPLOYEE PROGRESS REPORT  
(Read Instructions on Verso)

**CONFIDENTIAL**

1. Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_
2. Office: \_\_\_\_\_ Division: \_\_\_\_\_ Branch: \_\_\_\_\_
3. Type of rating: \_\_\_\_\_ Regular \_\_\_\_\_ Administrative \_\_\_\_\_
4. Period covered by this report: From \_\_\_\_\_ to \_\_\_\_\_
5. Adjective rating: 

Satisfactory	
Unsatisfactory	
6. Certification that report has been discussed between employee and supervisor:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Rating Official

\_\_\_\_\_  
Reviewing Official